

*Dickens Club*

A

*To do . . .*

*or*

*Not to do . . .*

H

**A Guide to  
High School Etiquette**

S



**TO DO**  
**OR**  
**NOT TO DO**



**A Guide to High School Etlquette**  
**for**  
**Astoria High School Boys and Girls**  
**Astoria, Oregon**  
**1947**



TO DO

BY

NOT TO DO

•

A study of the human mind

•

Is the mind a machine?

•

•

•

# Contents

	Page
Assemblies .....	18
Athletics .....	25
Busses .....	22
Conversation .....	15
Clubs .....	20
Dances .....	24
Duties to One Another.....	5
Friendships .....	7
Grooming .....	8
Halls .....	17
Manners .....	10
Telephone .....	21

---

Sincere appreciation to the committees  
and typists chosen from the Astoria  
High School Girls' League for  
their work and time.

## Foreword

There is nothing in social life more charming than simple sincerity of manners, naturalness, and ease.

Any individual who has attained unaffected poise makes others comfortable. One cannot attain ease until the self-consciousness of learning has passed. Consistent practice of the rules of etiquette causes one to appear unaware of the application of these rules, because his good manners have become a part of himself.

High school girls and boys must practice habits of courtesy and consideration if they wish to become women and men. There are still, as there always has been, certain rules of conduct which must be followed by all who wish to be members of any society of cultured people.

ISABEL WILLISIE

Dean of Girls.

# Duties To One Another

"Politeness is to do and say the kindest things in the kindest way."

## GIRLS

Be friendly at all times. Don't snub Joe Doakes just because he isn't captain of the football team. If he is on the team don't gush all over him — he'll know what your motives are.

If you drop a book, don't expect a dozen boys to come to pick it up for you. If one does, so much the better; thank him and go on your merry way.

When going to a dance, don't wait for all the most popular boys to ask you. Go with a nice, if inconspicuous young fellow. Even if you aren't enjoying yourself don't let your partner know it.

Don't talk and giggle in a corner of the hall, glancing every now and then at a boy. He feels he is being made a fool of and you can be sure your reputation around boys won't improve.

Never criticize boys or girls to other boys; they'll think you're a cat.

Don't be forever borrowing paper and pencils from your classmates; buy your own.



Don't brag about everything you do. Keep your voice down and don't yell at every acquaintance at the end of the hall.

When you force your presence on someone who doesn't like you, it makes him like you still less.

Avoid combing hair and applying makeup in public. (It is admitted that some times this is necessary but make it as inconspicuous as possible.)

Don't show jealousy. It frightens a boy. Hide it.

If a boy is trying to be serious don't laugh at him.

## BOYS

A good rule is to treat all girls as though they were the nicest in the world. Act as though your date was your only interest.

Take off your hat when being introduced and when meeting girls on the street.

Never show a letter a girl has written you.

Walk on the outside of the sidewalk when walking with a girl.

Don't gossip and don't talk about your date of the night before.

Pay your own way on dates unless



previously arranged. Don't ehisel. If you borrow, be sure to return it quiekly.

Little favors, such as opening doors, will make a girl think well of you.

Be a good sport in playing games. It won't hurt you to let her think she gave you a good game.

---

## *Friendships*

Of eourse you should be friendly with everyone. If you use your friendliness eorreectly, it will go a long way. Friendship has to be handled very carefully.

If everyone in this world got along with out any trouble, no one would need to take the time to read and study about such things. A person can easily forget how important friendship is.

When you and your girl friend get into a quarrel, try to see each other's view point. You'll soon be friends again because after you have reasoned everything out, you'll find it wasn't anything much after all.

One can make friends easily enough, but, can you keep your friends?

That's the hard part. There are many little things you must try to remember. Watch out for feelings; most people have them. Don't embarrass your friends, if you do, they'll turn back on you.

If you remember, in general, to be the gentle, sweet person you're supposed to be, you're on the right track!

Base your friendships on good comradeship. The right kind of friends may bring joy for a ilfe time; the wrong kind is a continual menace.

---

## **Grooming**

Every girl should have glossy, neatly arranged hair, a clean, fresh skin, well-kept hands, and clean well-brushed teeth. This is a very important part of her makeup.

Heavy applications of rouge, lipstick and mascara make her seem inexperienced rather than sophisticated.

A girl who combs her hair or makes up under public gaze loses some of her charm.

Do not manicure in public. Do not powder in public. Do not comb hair in public. Do not use lipstick on the street.

A powder puff, lipstick, comb or nail file will not be needed at an assembly or lecture and should never be used.

Do not use too much lipstick. A reasonable amount is enough.

Here's a story that should be heeded by the boys.

A really big moment, and you're shaky? These tips will put the date across.

"Sure, I'd love to go to the party with you, Bob." Boy, those are the sweetest words you ever heard! Alice is such a swell kid, isn't she? Good looking too. And so much fun. So it's all set. You're taking Alice to the party. It'll be your very first date, and hers, also. "Gosh," you exclaim to yourself, "Hope I don't make any boners." Your first concern will be to make sure that you're neat and clean. Alice will expect that. It's due her. She's fastidious in her own appearance, and it's no more than fair to expect her escort to be the same. So shine up those shoes, brother, see that your clothes are clean and well-pressed, your hair combed and your molars scrubbed until they glisten like pearls.

How about your fingernails? You'll not be a sissy, you know, if you trim

them up neatly or even have a professional manicure. Ever notice a physician's nails? They're well-groomed. It's a fine habit to get into. Above all, watch out for dirt under them. Soil is fine for the garden. It's needed to grow radishes. But it doesn't belong under a fellow's nails. Might be a good idea to cleanse your mouth with a good antiseptic too. Unpleasant breath, they say, has its drawbacks. And remember the bathtub was made to use, not to serve as an ornament. Now you're all set, but don't forget to mind your P's and Q's. Remember Alice, Jane, Mary, will notice these little things and they are just as important as the big things. If you take these few points, you'll find Alice accepting you more and more. Who knows? You might become "the perfect" of all the girls!!

---

## **Manners**

Manners play an important part towards making friends. You should know "how" and "where" to act and at the proper time. People don't think much of others if they are day dreaming when spoken to. So do your dreaming in bed.

When you're invited out, you should be on your best behavior. To be at your best one can't start running through all the Etiquette books at the last minute to find out what to do. It won't help much. One has to practice every day at being at his best. Then when the time comes, he will be ready and won't need to worry.

Elderly people have good memories when it comes to remembering if John laughed at him while trying to get on the bus. Be mannerly to all elderly people, to parents, teachers, friends, to everyone.

## **MANNERS AT SCHOOL**

Remember, do's are always better than don'ts.

### **DO'S**

Do be friendly.

Do be diligent in your school work for you get out of your education only in proportion to what effort you put in. Your lack harms mainly yourself.

Do be courteous to teachers and students alike. You yourself react kindly to courtesy.

Do be fair in your relations with others.

Do remember to smile. Smiles make

the day and the work go easier.

Do be true to yourself.

Do give praise where praise is due.

Do be respectful of your own and other people's property. Money doesn't grow on trees you know!

## **DON'TS**

Don't be critical of others to the point of gossiping.

Don't join clubs unless you are willing to give time and effort to make the club a success in every way.

Don't try to take the spotlight from the ones who are taking part in an assembly.

## **MANNERS TOWARD PARENTS**

### **DO'S**

Do be courteous.

Do be thoughtful.

Mind promptly small requests to avoid being trying.

Do explain your attitude toward questions arising in and out of school so that you and your parents can understand each other and arrive at a working solution of your activities. This will keep you from getting all fouled up when "something big is cooking."

Do show the members of your family more than glimpses of your charming personality. After all, a little practice at home makes personality more than a veneer to be cracked when the going gets tough.

Do learn to meet differences at home at least halfway.

## **LUNCH ROOM MANNERS**

Do wait in line for your turn.

Do stay in line so as not to jar someone in front or in back of you which would result in spilling their food.

Do place your ticket in the proper place or hand it to the one who takes tickets.

Don't yell or talk boisterously while waiting in line or eating.

## **LIBRARY MANNERS**

Do be quiet and considerate so those who wish to study can.

Do put your chair back under the table when the bell rings.

Do put your magazines back in the proper places when you are through with them.

Don't enter the reference room without the consent of the librarian.



Don't enter the library with the intention of visiting.

Don't take magazines or books out of the library without checking them out or without permission.

## **CLASSROOM MANNERS**

Don't leave your seat as soon as the bell rings if the teacher is talking; wait until she finishes.

When the teacher is talking be quiet. Also be courteous to the students when they are reciting.

Don't waggle your hand around in the teacher's face while she is talking. She knows you're brilliant and can answer any question.

Get to class on time and settle down when you are once there.

Don't be one of those "cute" little people who play "footsie" in the aisle and trip everyone who goes by.

The periods are sixty minutes long and won't be any shorter no matter how many times you bother the student next to you by asking for the time.

Don't clutter up the floor with pieces of paper. Use the waste-paper basket. The janitor will thank you for this and also the teacher who prides herself on having a neat room.

Spit wads and balls of paper give the impression that you have a mentality of a grade-school student.

Don't be a borrower.

Don't carve the desk up. If you like to whittle take shop.

It is just as discourteous to rattle paper or to drum on the desk with a pencil as it is to whisper when some one is reciting.

The study hall is a place for study and should be used only for that purpose.

Wait until after school or at noon time to tell your friend all the latest news, rather than write notes in class.

---

## **Conversation**

Don't use slang and provincial phrases.

Don't ask questions of others about their personal affairs.

Don't exaggerate.

Don't tell every stranger or new friend your life story or your family history.

Don't contradict.

Don't talk "baby-talk."

Don't talk too long never giving any one else a chance to speak.

Don't repeat yourself.

Don't pretend to know more than you do.

Don't talk in a loud, boisterous manner.

Do use good grammar.

Do be reticent about your own affairs, unless you really need serious advice or assistance.

Do be definite and clear in your statements.

Do talk clearly in a low, well modulated voice.

Do give reasons courteously why you disagree with another's statement.

Do listen carefully.

Do talk about things that will be interesting to the listener.

Do stop to think what you are saying.

Do keep your personal prejudices to yourself.

Do be considerate of the person speaking.

# Hall Rules

“Thinking the deed and not the creed would help us in our utmost need.”

A friendly A. H. S. student gets lots of “hellos” in the halls — so be friendly.

Don't put gum in the water fountains. Next time you do it, think how angry you'd be if a big wad of gum was in your kitchen sink!

Be on time for your classes. Hall loitering makes this impossible.

Be courteous to your fellow students and the faculty.

Go about your own business; if anyone wants to include you, you will be asked.

Don't block the stairways, and don't walk up the stairs like a “turtle.” People in back of you want to go on their own way.

Don't holler to attract attention. Tone down loud laughter.

Don't throw your old papers on the hall floors. There are waste baskets on all the floors.

Keep your lockers clean and neat. A messy locker is not the policy.

Remember one's attitude in halls is

a good indication of his upbringing.  
The halls are no places for spooning.

---

## ***Assemblies***

**“Life is not so short but that there  
is always time for courtesy.”**

**Ralph Waldo Emerson**

There is no student in Astoria High school who doesn't know how to act in assemblies. If one doesn't — he shouldn't be here.

### **DO'S**

1. Come directly to assemblies and sit down right away without any noise.
2. Give hearty short applause for it will express far better appreciation of the speaker than prolonged loud applause.
3. When singing, sing so well that you make the general singing a delight. You will find it far more fun than trying to spoil the program.
4. If there's singing, sing, even if you can't carry a tune; the noise the rest makes will hide your blunders.
5. If you enter the assembly after the program has begun, find a seat noiselessly so as to escape notice.

6. Treat visitors of our assemblies with the same courtesy and civility as you would like to be treated if you went to another school.

## **DON'TS**

1. Don't make a disturbance because it will not change the program; stick it out to the end. This will allow the speaker to form a good opinion of the school as well as of the people of the community.
2. Avoid all running, romping, and making of unnecessary noise in assembly hall.
3. Don't laugh and giggle, or tell latest gossip to your neighbor, even though you are bored with the speaker.
4. An assembly is no beauty parlor in which to fix your hair, nails, and make up.
5. The appearance on the platform of one who is to speak to you should be your signal for immediate silence and attention. Don't wait to be called to order; call yourself to order.
6. Avoid eating apples, and chewing gum in assembly. If you must chew gum don't snap or pop it while others are trying to listen.

# **Clubs**

**"Good manners are the technic of expressing consideration for others."**

**"The tongue is an unruly member."**

## **THE NEW MEMBER**

On entering a club as a new member, one should take care to inform herself or himself of all the rules and regulations and never to infringe the written laws.

A member of a club should pay dues and fees immediately. These are needed to carry on the work of the club.

Be on time for the meetings of your club.

Be alert and give considerate attention to the president, leader or advisor.

When you are appointed to serve on a committee, or asked to help in any way, you should accept graciously and willingly, and then do it.

## **OLD MEMBER**

If you are an old member give the new member a cordial welcome.

Include the new member as well as the old member in the topics for discussion.



When the meeting is called to order cease what you are doing and pay attention to the speaker.

All members should try to avoid friction among the various clubs.

These are just a few rules which will help to make all club meetings a success.

---

## **Telephone**

### **DO'S**

Speak in a low, clear voice.

Speak directly into the mouthpiece.

Be concise in what you have to say.

Be polite to the operator; she is trying her best to help you.

### **DON'TS**

Occupy the line for a long time.

Annoy people on your line when they are using the phone.

Make unnecessary calls.

---

## ***Bus Friendliness***

- F**—riendly smiles are appreciated by all around you.
- R**—emembering an elderly man or woman in the aisle by giving up your favorite seat will put you on their list as "tops."
- I**—nstead of scowling at the person whom your friend gave his place to, smile — sometimes it isn't easy.
- E**—ndless talking and yelling can be annoying. You're not the only person wanting to talk.
- N**—ever jump up and squeeze to get out first. Give those ahead of you a fair chance.
- D**—riving a bus is not as easy as it may seem to you. Think about the driver sometimes.
- S**—tepping on people's feet cannot sometimes, be helped, so take it easy.
- H**—elping an elderly person off or on the bus is a sure sign of friendliness.
- I**—nstead of ringing the bell constantly, only give the cable a short jerk.
- P**—resenting a friendly smile and appearance will always bring friends to you no matter where you go.

## BUS COURTESY

“There are times to think of manners  
There are times to use them, too  
But we wonder if you remember  
When the time for these are due.”

Don't rush ahead of others on a bus to acquire a seat or secure some special advantage. Some one must be last. Why not you? If you must get out of line a “pardon me please” or “excuse me” will quickly open the line. If you brush ahead with not so much as a “by your leave” you may get a well deserved poke in the ribs.

Boys! When you have a seat on a bus and a girl or woman or elderly man gets on, get up and offer them your seat. Your legs are much more sturdy than theirs and if I remember correctly, you like to stand anyway.

Girls! If a boy is kind enough to offer you a seat then take it. Don't protest and say you would rather stand. This embarrasses the boy no end and since chivalry is dying, or so they say, don't help it along.

Loud and boisterous talking is taboo on a bus. You don't want anyone to shout in your ear. Don't shout in anyone else's.

Above all, don't write your names all over the bus. Remember the say-

ing "Only a fool or a person without taste will leave his name in a public place."

Everything in the busses were put there for a purpose. Don't try to take things away. Seat covers were meant to protect the seats and are not there for you to take away.

Your conduct reflects on your personal character and the reputation of your school. So let's act as if we had some sense and behave like high school students and not like kindergarten children.

Don't push and shove to get on the bus; your turn will come.

Be polite and wait your turn even if you do have to stand.

Try to stand on your own feet and brace yourself, so that you don't fall all over people.

Don't be boisterous while talking.

Don't shove your way out of the bus.

Courtesy always pays.

---

## **Dances**

### **DO'S**

Be agreeable and join in the "mixer" dances.

Give your complete attention to your partner.

Let your partner accompany you back to your seat.

### **DON'TS**

Refuse a dance with one boy, then immediately dance with another.

Monopolize the floor with conspicuous forms of dancing.

Sit on the side line and sulk if you haven't been asked to dance.

A sour looking disposition won't attract any admirers.

---

## ***Athletics***

"Let them freely feast, sing and dance, have their puppet plays, hobby-horses, tabors, crowds, bag-pipes, etc., play at ball and barley-breaks, and what sports and recreations they like best."

Barton

### **DON'T**

Boo at the other team when they're shooting a foul shot.

Be running in and out during the

game.

Throw papers or chewing gum on the floor.

Try to attract the attention of other people by being loud or acting silly.

Leave the game before it is over, unless absolutely necessary.

Show poor sportsmanship if your team loses.

Shout at the referee when he calls fouls against your team; he knows what is right.

## DO

Stand up and yell when the team comes into the gym and also when they leave.

Cheer when the team makes a point; don't just sit there.

Follow the cheer-leaders.

Stay for the Alma-mater.

Act your age at games, as well as every where else.

Be courteous at all times, also to the other team.

---









7

13.061.083